



**bancó·adn**

**BANCO NACIONAL DE ADN CARLOS III  
(Universidad de Salamanca)**

Edificio MULTIUSOS I+D+i  
Calle Espejo, s/n  
37007 Salamanca (Spain)  
Tel. (+34) 923 294 500, ext. 5473  
www.bancoadn.org      bancoadn@usal.es



**SAMPLES REQUEST FOR INVESTIGATION PROJECTS**

TO BE FILLED IN BY THE NATIONAL DNA BANK	
Reference:	
Arrival date:	
Date of the "Scientific Committee" evaluation:	
Date of the "External Ethical Committee" evaluation:	
Final approval date:	

<b>Project title:</b>			
<b>Título del proyecto:</b>			
<b>Main investigator:</b>	Full name:		
	Position:		
	Department:		
	Institution:		
	Postal Address:		
	Telephone:		e-mail:
<b>Project financed by:</b>	<input type="checkbox"/> Private:	<input type="checkbox"/> Public:	Project reference number:

<b>Summary of project:</b>	
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<b>Resumen del Proyecto:</b>	
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<p><b>Specific objectives:</b> <i>(Please detail the goals of the project, and the parameters to be analysed)</i></p>	
<p><b>Objetivos específicos:</b> <i>(Indique detalladamente los objetivos del proyecto y los parámetros a analizar en el conjunto de las muestras)</i></p>	



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<p><b>Overall relevance of the project for genetic studies of populations:</b> <i>(Anticipated impact of the project on the national and international research fields. Indicate important reasons for this request to be considered)</i></p>	
<p><b>Importancia global del proyecto para estudios genéticos de poblaciones:</b> <i>(Repercusión prevista del desarrollo del proyecto en la investigación nacional e internacional. Señale los motivos que considere relevantes para que su solicitud sea considerada)</i></p>	



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<b>ETHICAL ISSUES</b>	<b>YES</b>	<b>NO</b>
<b>1.- Does your research proposal involve the use of human biological samples from:</b>		
a) Adult volunteers		
b) Children		
c) Persons not able to give consent		
COMMENT.- (max. 250 words) If you have answered yes to questions 1.b) or 1.c), please, explain who will consent in their place?		
<b>2.- Do you need to know the birth place of the donor, their parents or grand parents?</b>		
COMMENT.- (max. 250 words) If you have answered yes to question 2.-, please, explain for what purposes are you identifying the ancestral geographic origins of your samples?		
<b>3.- Will the samples of the BNADN be sent identified (or codified) to you, instead of be sent anonymized (or irreversibly delinked)?</b>		
COMMENT.- (max. 250 words) If you have answered yes to question 3, please, explain what mechanisms you put in place to protect the personal data (confidentiality) of the donor?		
<b>4.- Does the study involve the international transfer of non-anonymous samples and/or associated data to a non-EU country or countries in which the legislation of personal data protection legislation does not assure the same rights to donors that the European/Spanish one?</b>		
COMMENT.- (max. 250 words) If you have answered yes to question 4.-, please, explain how you deal with this situation.		
<b>5.- Does the study involve the use of genetic enhancement techniques or the generation of transgenic models?</b>		
COMMENT.- (max. 250 words) If you have answered yes to question 5.-, please, explain how you will handle this situation.		
<b>6.- Do the study objectives foresee the development of a knowledge or a technology that may cause commercial profits in an immediate (5 years) future?</b>		
COMMENT.- (max. 250 words) If you have answered yes to question 6.-, please, explain which mechanisms are in place to ensure that the profit will benefit society?		



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<b>REQUESTED SAMPLES:</b>		Selection parameters:	
Nº of samples:			
<b>Comments or requests:</b>			
<b>Enclosed documents:</b> <i>(mark with a cross)</i>	X	A report from the "Ethics Committee" from the applicants Institution	
	X	Accreditation documents of the project financing	
		A copy of the project (optional)	



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**SAMPLES TRANSFER AGREEMENT**

**GENERAL CONDITIONS:**

1- The material costs charged corresponds to the processing and storage expenses of the samples and to the management of the application.

**The applicant agrees :**

2- To use the material provided by the National DNA Bank in the biosafety conditions in accordance with current legislation, especially with regard to transporting materials and to the destroying surpluses and waste materials that have been in direct contact with the samples.

3- Not to transfer to third parties samples or data which have not been previously established in the requested project.

4- Not to use the samples for purposes other than the ones requested, to destroy the surplus samples once the project is over, and to provide information about any possible event which has interfered in the use of the samples with the expected ends and periods.

5- To give detailed information about the parameters being analyzed in the sample group.

6- To ensure the traceability of the samples and to guarantee, when appropriate, the availability of the information resulting from the analysis of the samples to the National DNA Bank.

7- To make the results of the research available for any investigator if they have not been published within less than two years after the project has concluded and to retain the results for at least 5 years.

8- To mention the origin of the samples in all cases where statements rely on the analysis of National DNA Bank samples. This mention should be stated in the sections of "Material and Methods" or "Aknowledgements".

9- To deliver, within 2 years, a written report of the investigation and a copy of all the scientific reports published which derive from research on the samples.

10- To ensure the fulfillment of the ethical requirements associated with samples management (confidentiality, no discrimination...)

<b>DELIVERY INFORMATION:</b>	Full name:	
	Department:	
	Institution:	
	Postal Address:	
	Telephone:	

<b>INVOICING INFORMATION:</b>	Institution:	
	Investigator:	
	Postal address:	
	VAT:	

<b>Signature of the main investigator:</b>  Signed: Date:	<b>Send to:</b>  Dr. Andrés García Montero Banco Nacional de ADN Edificio MULTIUSOS I+D+i Calle Espejo, s/n 37007 Salamanca  e-mail: bancoadn@usal.es
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#### **ADDITIONAL INFORMATION:**

##### **Access to samples stored in the National DNA Bank.**

Any national, European or international research groups (in cooperation projects in which Spain plays a significant role) can have access to the samples stored in the National DNA Bank, as long as the request would be exclusively for research and of important scientific interest. For this a "DNA samples request" form (enclosed model) needs to be filled in, where a detailed description of the project should be spelled out including: project title, main investigator, the complete study for which the samples are requested specifying the parameters for analysis, the duration of the project and its financial support as well as the number of DNA samples and their possible criteria selection.

##### **Request evaluation.**

Requests will be evaluated by the "Scientific External Committee" and by the "External Ethical Committee" and will be approved where appropriate.

Once the request has been handed over and checked that it includes the necessary information and documents for consideration by the National DNA Bank, the evaluation results will be sent in less than 30 days.

The National DNA Bank will send the requested samples once both committees have approved the study.

##### **Selection of samples.**

After having approved the project by the committees mentioned before, the National DNA Bank will select those samples available in the data Bank which fulfil the parameters indicated in the request.

In compliance with current legislation on personal data protection (Spanish law 15/1999, 13 December), the National DNA Bank will select random samples among all those that fulfilled the parameters established by the investigator.

For reasons of anonymity, only data strictly necessary for the fulfilment of the research will be provided. The selected samples will be recoded randomly before shipping them in order to protect donors' identity. In this way, neither the investigator nor the National DNA Bank will know the identity of the individual donors. For this reason it is very important that the research group calculates beforehand the exact number of samples needed as well as associated information, since in accordance with the anonymity process, the National DNA Bank will not be able to send more samples of the same group or additional information about them.

##### **Quantity.**

Unless there is a justifiable reason, the DNA quantity provided should be a maximum of 1 µg in suspension (20-100 µl) or 1-2 spot (1,2 mm Ø) in FTA paper. The quantity of plasma should be 500µg. In case of other type of samples, please contact us.

##### **Rates.**

The National DNA Bank does not charge for the use of those available samples, as they have no market value. Nevertheless, the requestor should pay for the preparation of the samples and their transport and maintenance. The National DNA Bank will estimate the cost of these processes and duly inform the research group. In those cases where the requestor is part of a Public Investigation Organization or a Public Health Centre, the cost of the equipment, systems and staff will not be considered in the estimated charge, but only the marginal expenses related to the preparation, maintenance and transport of the samples.

The National DNA Bank guarantees no charge for the costs of cession, storage and use of biological samples, both for donors and for depositors and associated centres in charge of the collection of samples.

Should the investigator request any additional analyses of serologic parameters of the stored plasma in the National DNA Bank corresponding to the donors, this cost will be charged (the National DNA Bank will inform prior to this additional cost).

##### **Delivery deadline.**

Once the request has been approved, the National DNA Bank agrees to deliver the available samples in less than 30 days from the approval date.

##### **Privacy policy.**

Both the applicant's personal data and the information about the project should comply with the current legislation on personal data protection (Spanish law 15/1999, 13 December), and cannot be used without the authorization on the main investigator of the project.